

CITY OF SALEM NEW JERSEY

3/19/15

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES OF A HISTORIC ARCHITECT TO PRODUCE A CULTURAL RESOURCES SURVEY

GENERAL DESCRIPTION OF THE PROJECT

The City of Salem, New Jersey is seeking proposals for professional services for a Historic Architect qualified in accordance with the National Park Service Professional Qualification Standards, identified below, to produce a Planning Report providing guidance for 22 properties on the East Broadway corridor which are candidates for future rehabilitation.

Information generated from the Planning Report shall enable City of Salem and Salem City Historic Preservation Commission (SCHPC) to ensure appropriate treatment of the historic buildings which give Salem its compelling architectural character.

PROJECT SCOPE

The Planning Report must be conducted in accordance with the New Jersey Historic Preservation Office (NJHPO) Guidelines for Architectural Survey.

The Planning Report must include:

1. Building-by-building treatment recommendations from the attached list of 22 properties using photographic references.
2. A resource guide with architectural terms and references.
3. Attachments: Secretary of the Interior's Standards and Guidelines for Rehabilitation; Renderings to illustrate the treatment recommendations for two (2) or more buildings along East Broadway.
4. The report shall be a minimum of 100 total pages in length (12 pt text in a single spaced format).
5. The report shall contain a minimum of 158 photographs and/or illustrations.

6. Photography shall include at least one image of the entire principal elevation or view for every historic property. Photographs should be taken using a camera setting of either 1600 x 1200 pixels at 180 resolution or 2592 x 2944 pixels at 180 resolution. The report must incorporate a sturdy sleeve containing a CD with all of the digital images used in the report. Image files in the CD must be in .jpg or .tif format and have a minimum resolution of two megapixels (approximately 1600 x 1300 pixels). Photographs must be of sufficient visual quality and clarity to accurately convey the subject matter. Note: The photo shall be taken with a professional grade Single Lens Reflex (SLR) camera using either a 24-210 or 70-210 mm lens, or HPO approved alternate.
7. The report shall discuss general strategies for the treatment of properties within the Project Area.
8. Prior to final completion, the professional must submit the report both to the City via the Project Manager, the Salem City Historic Preservation Commission, to the NJHPO for review.
9. At least two meetings are required with the Salem City Historic Preservation Commission. One meeting must be to review the draft product and one meeting must be to review the final product.
10. Before final printing is authorized, the SCHPC, and the NJ State Historic Preservation Office (NJHPO) must review the draft.
11. The professional shall produce three (3) copies of the Planning Report which shall include the minimum requirements below. The NJHPO shall receive one (1) copy of the Planning Report and the City of Salem will retain two (2) copies of the survey products for local use.

All work must be completed on or before September 30, 2015.

PROFESSIONAL QUALIFICATIONS STANDARDS

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

GENERAL REQUIREMENTS:

The requirements listed below are the minimum levels expected from the professional service indicated. The applicant shall submit a resume, which shall set forth information including, but not limited to the following (as applicable to a business entity or individual professional):

- (a) Full name and business address;
- (b) A listing of all post high school education of the applicant;
- (c) Dates of licensure in the State of New Jersey and any other State;
- (d) A listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein;
- (e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant;
- (f) A listing of all special accreditations held by the individual licensed professional or business entity;
- (g) A listing of all previous public entities served by the business entity or licensed professional, indicating the dates of services and position held.

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) Please outline your proposed fees, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.

SUBMISSION OF PROPOSALS

Submission Deadline: April 18, 2015, 2pm at which time and place all proposals received shall be publically opened and announced.

Submission Location: Via United States Postal Service: Stand Up for Salem, Inc. PO Box 453 Salem, NJ 08079 or
Physical Location: Fenwick Plaza, Suite 107 (adjacent to 203 E. Broadway) Salem, NJ 08079
Note: Faxed Proposals will not be accepted.

Form of Submission: Six copies of the submission shall be in sealed envelope with "East Broadway Historic Architect Proposal" marked on the outside.

For more information contact: **Helene Pierson, Grant Project Manager** on behalf of City of Salem
Stand Up for Salem, Inc. Director of Community Development
Phone -- 856-935-8800
Email – helene@salemcitynj.com

Proposal received by Stand Up for Salem on behalf of the City of Salem by April 18, 2pm:

____ Meets Minimum Qualifications
____ Does Not Meet Minimum Qualifications

**City of Salem
RFP for Historic Architect
Property List**

East Broadway

- 1. 225**
- 2. 241**
- 3. 255-257**
- 4. 289**
- 5. 299-301**
- 6. 303**
- 7. 311**
- 8. 335**
- 9. 347**
- 10. 351**
- 11. 357**
- 12. 359**
- 13. 369**
- 14. 371**
- 15. 375**
- 16. 377**
- 17. 389**
- 18. 411**
- 19. 314**
- 20. 296-298**
- 21. 290-292**
- 22. 194**